

Water Conservation Tips for Employees



...at Work & at Home

On the job, in our communities, and in our homes we can lead by example and share drought-busting ideas with our coworkers, neighbors, and families. Here are some tips to help us save water and energy in our homes, throughout the year and especially during dry months and droughts. Many of these tips apply to the workplace as well.

Three Basic Tips:

1

Use Your Water Bill and Your Meter to Save Water

Information on your bill can help you manage your water wisely, become aware of water use restrictions and discover leaks. Most water meters have a leak indicator that revolves when a leak is present.

2

Fix Leaks

An average California home loses approximately 31 gallons of water per day to leaks. Check first for toilet leaks, then faucets, shower heads, irrigation systems, and finally, pipes.

3

Cash in on Water and Energy Saving Retrofits

New water and energy efficient appliances and fixtures can deliver big savings. Check with local water and energy utilities for available rebate programs for ENERGY STAR appliances (clothes washers and dishwashers), WaterSense® plumbing fixtures (faucets, showerheads, and toilets), and landscape upgrades. Even if rebates are not available, replacing old appliances and fixtures can save water, energy and money.

Indoor Tips

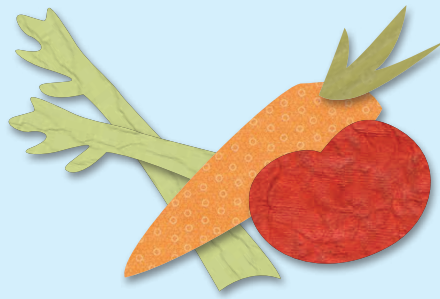
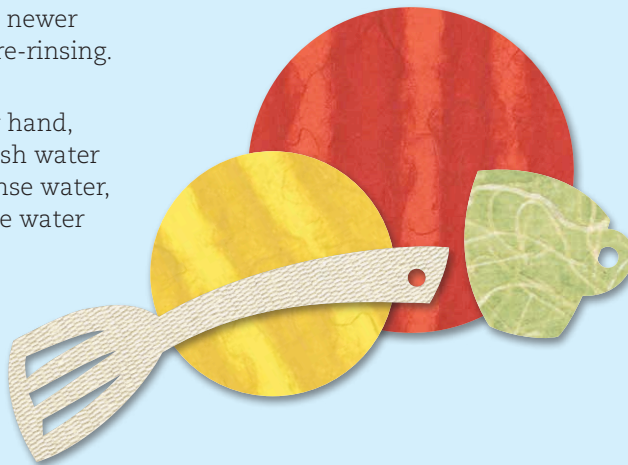
The Clothes Washer

- Wait until you have a full load to run the washing machine.



The Dishwasher

- Run the dishwasher only when full.
- Old dishwashers use up to 15 gallons per load, ENERGY STAR dishwashers use 3 to 5 gallons per load, while hand washing takes about 8 to 27 gallons. Use the dishwasher when you can.
- If the dishwasher is a newer model, cut back on pre-rinsing. It isn't needed.
- If you wash dishes by hand, fill one basin with wash water and the other with rinse water, rather than letting the water run continuously.



The Kitchen Sink

- Wash fruits and vegetables in a pan of water instead of running water. Then use that water on houseplants or in the garden.
- Keep a pitcher of drinking water in the refrigerator.
- Use the garbage disposal sparingly.

The Bathroom Sink

- Install aerators on bathroom faucets.
- Turn water off when brushing your teeth or shaving. Plug the sink instead of running the water to rinse your razor.

The Shower and Bath

- Take 5-minute showers instead of 10-minute showers to save up to 12.5 gallons.
- Take a short shower instead of a bath. If you take a bath, fill the tub halfway or less to save 23 gallons for a standard-sized tub. It can take up to 45 gallons to fill a standard tub, or 80 gallons for a Jacuzzi-type tub.
- When running a bath, plug the tub before turning on the water. Adjust the temperature as the tub fills.



The Toilet

- Flush the toilet less often.
- Don't use the toilet as a wastebasket.

Test toilets for leaks every year or when you hear water running in the tank. Put food coloring in the toilet tank and wait a few minutes. If color seeps into the bowl without flushing, there's a leak, usually in the toilet flapper.

Outdoor Tips

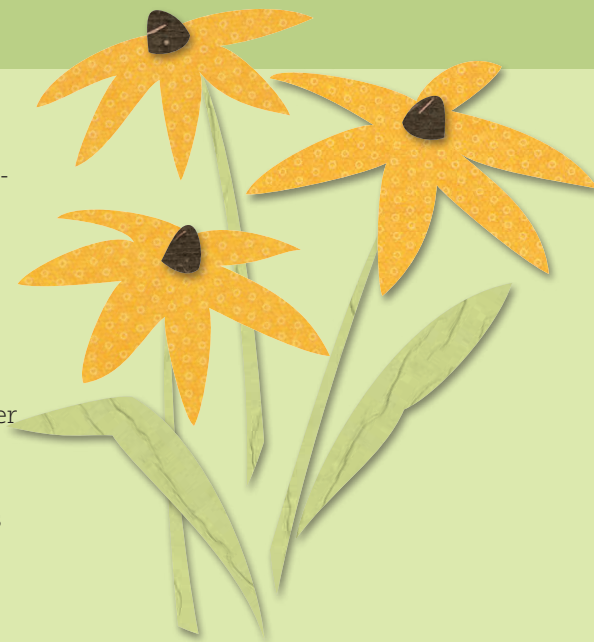
In addition to indoor measures, we can save even more water by focusing on our outdoor water use. These tips can help us maintain our valuable landscapes while reducing our outdoor water use.

The Garden

- Water early in the morning or later in the evening when temperatures are cooler.
- Water deeply but infrequently to promote healthier landscapes.



- If you have an irrigation controller, learn how to use it. (If you can't locate your owner's manual check the manufacturer's web site.)
- Adjust irrigation scheduling as the seasons change.
- Avoid watering when the weather is windy or rainy.
- Check your irrigation system frequently and adjust sprinklers so only your garden is watered and not the house, the fence, sidewalk, or street.
- If run-off occurs, shorten the time the sprinklers run, allow time for water to soak in, then run the sprinklers again if needed.
- Upgrade your irrigation system by converting to an efficient system such as drip irrigation.
- Put a layer of mulch around trees and plants to reduce evaporation.
- Transform part or all of your water-thirsty lawn to a water-thrifty landscape.
- Consider hooking up your washing machine to a graywater system that delivers wash and rinse water to your garden.

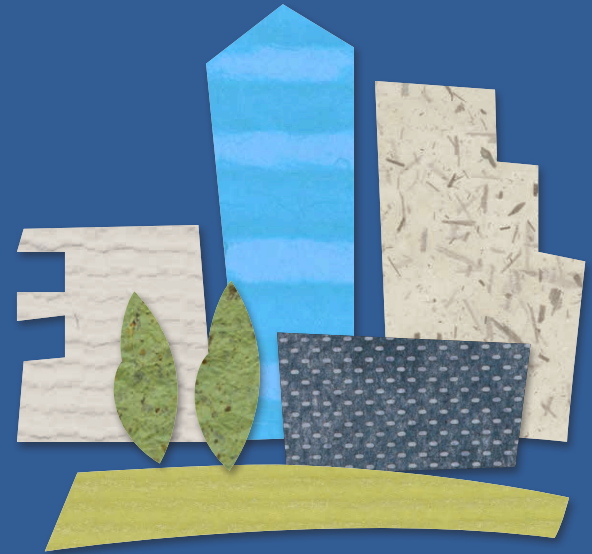


Other Outdoor Water Saving Tips

- Use a broom to clean driveways, sidewalks, and patios.
- Use a hose with a self-closing nozzle, a bucket, and sponge to wash cars and boats.
- Check pools and spas for leaks and repair promptly.
- Cover pools and spas to reduce evaporation. It takes 22,000 gallons of water to fill an average pool, 300 gallons to fill a spa. Hundreds of gallons of water can be lost to evaporation each month from uncovered pools.

In addition to saving water in our homes, California's employees in management and supervisory positions can assume important leadership roles in managing water wisely in our businesses, office buildings, factories, and other work-place settings

Water Conservation Tips for Employees



...in Management & Supervisory Roles

Office Buildings

- Review the water bill monthly to check for unusually high use.
- Monitor your bill and water meter to determine unusually high use and possible leaks.
- Check water meters at night or on the weekend to detect leaks. There should be no flow when all water using fixtures have been turned off.
- Keep restroom fixtures in good repair and fix leaks promptly.
- Plan ahead and budget for replacement of plumbing fixtures with WaterSense® labeled models.
- Replace old toilets and urinals with WaterSense® labeled models, or consider waterless urinals.
- Install electrical conductivity controllers to improve the water efficiency of cooling towers.

Landscapes around Properties

- Request a free landscape water audit from your local water supplier.
- Schedule irrigation to be consistent with local water supplier's rules.
- Schedule irrigation to deliver only what plants need based on monitoring the soil moisture and/or evapotranspiration rate, which is available from the California Irrigation Management System (CIMIS) at: <http://www.cimis.water.ca.gov/>
- Consider investing in soil moisture sensors or weather-based irrigation controllers that can deliver water precisely.
- Re-landscape with drought tolerant plants where lawn is not needed.
- Install multiple meters at large facilities to monitor water use more closely.

A Few More Tips

We can meet the challenge posed by the drought by working together more effectively.

- Encourage employees to report leaks and problems with plumbing and irrigation equipment.
- Seek suggestions from employees for ways to save water.
- Act promptly upon reports and recommendations from employees and the public.
- Form an employee "Green Team" to monitor water and energy use and to identify and help implement water and energy efficient measures.
- Call your water supplier to see what assistance they may be able to give.
- Support community water conservation efforts by participating in workshops and other activities sponsored by your local water supplier.



Resources Available to Help Californians Conserve Water

Save Our Water is a statewide program aimed at helping Californians reduce their everyday water use. The program offers ideas and inspiration for permanently reducing water use – regardless of whether California is in a drought. Explore the website at: <http://www.saveourh2o.org/> and at <http://saveourwater.com/>.

California Department of Water Resources' brochure offers tips to make your landscape more water efficient: <http://www.water.ca.gov/wateruseefficiency/docs/toolkit.pdf>

For more comprehensive information about landscape water use efficiency, visit the California Department of Water Resources' website at: <http://www.water.ca.gov/wateruseefficiency/landscape/>

Try the Alliance for Water Efficiency's home Water Calculator:
<http://www.home-water-works.org/>

Take the California Water Conservation Council's Water Saver Home Tour:
<http://www.h2ouse.org/>

Check the U.S. Environmental Protection Agency site:
<http://www.epa.gov/watersense/> for information about WaterSense® labeled products and
<https://www.energystar.gov/> for ENERGY STAR-rated products.

